

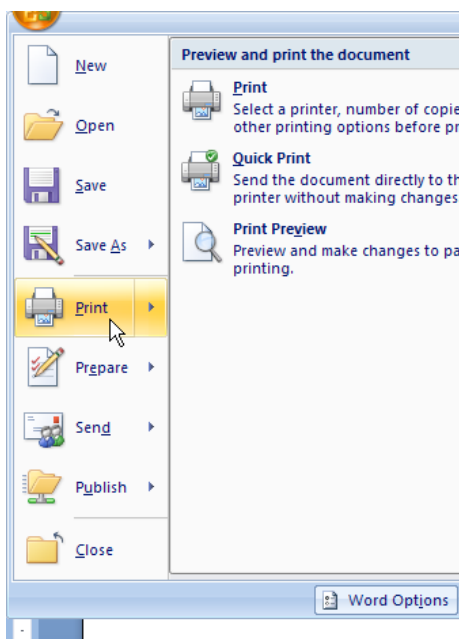
# Office 2007 Frequently Asked Questions

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## » How do I save a file in Office 2007?

- To save a file, click on the new **Office Button** in the upper left hand corner of the Office application window. Select **Save**.
- **NOTE:** Remember that the default format for Office 2007 is XML.
- If you would like to save your file in a format that is compatible with earlier versions of Office, choose **Save As** and select (for example) **Word 97-2003 Document**

## » How print in Office 2007?



- The **Print** option as well as **Print Preview** is now available through the new **Office Button**

## » What happens when I open a document created in a previous version of Office?

- **Short answer:** It will be opened in Compatibility Mode, and will retain its original file format.
- **More Details:** In Office 2007, for Word, Excel, and PowerPoint, when you open a document that was created in a previous version of Office, a Compatibility Mode is activate.
- **NOTE:** You will see **Compatibility Mode** in the title bar of the document window.

Compatibility Mode means that the file will remain in its original format and that new features in Office 2007 are not available when editing this document.

- You can continue to save and open the document in Compatibility Mode or you can convert your document to the Office 2007 file format by using the **Save As...** command and choose Office 2007 format. Converting your document allows you to access the new features in Office 2007, but customers using previous versions of Office will need to have the Compatibility Pack installed to open it.

## » **What should I do if I am sharing documents with people who use Office 2003?**

- If you know that you will frequently share documents with others who use earlier versions of Office, you might want to change your Default Save format to Office 97-2003.
- To do that, click on the **Office Button**. At the bottom of the menu that appears, click on the **Word, Excel, or PowerPoint Options** button. Then click on the **Save** option on the left side of the window, and from the dropdown menu, choose the **97-2003** option.

## » **If I have Office 2003, how do I open a Word, Excel, or PowerPoint document that is in the Office 2007 format?**

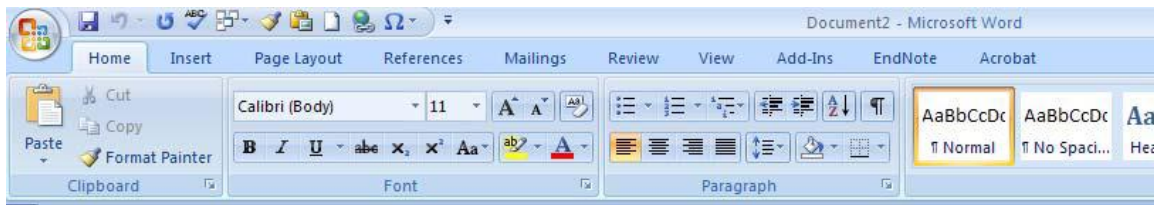
- Users of Office 2003 can open Word, Excel, and PowerPoint 2007 files by installing the Office compatibility pack from Microsoft's web site. Alternatively, you can ask the document's author to **Save As...** and to choose the Office 97-2003 format.

## » **How is the Ribbon organized?**

- The Ribbon organizes commands with others that are similar in function. For example, in Word 2007:
  - **Home tab** - has the most common editing and formatting commands;
  - **Insert tab** - contains items that can be inserted into the file, such as pictures;
  - **Page Layout tab** - handles margins, orientation, and spacing properties;
  - **References tab** - contains items needed when generating a professional paper, such as footnotes and table of contents;
  - **Mailings tab** - contains items needed for mail merge;
  - **Review tab** - contains spell check, thesaurus, track changes, and comments;
  - **View tab** - handles display of documents on your monitor.

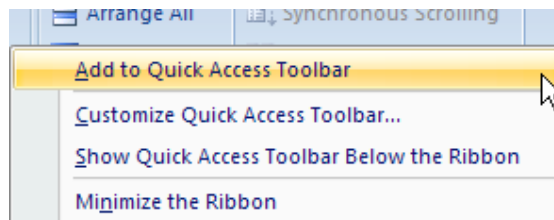
If you have trouble finding a command, press **F1** or click **<?>** in the upper right corner for **Help**.

## » Will I always see the same Ribbon tabs?



- **Short answer:** There is some commonality, but different tab panels will appear depending on the application and the context.
- **More Details:** Each application initially displays a standard set of Ribbon tabs, which vary depending on the application. For example, Excel's standard set of tabs includes **Formulas and Data**, whereas Word offers **References and Mailings**. In addition to the standard tabs, you'll see **Contextual tabs** that appear depending on what you're working on or what plug-ins you may install later. For example, in Excel if you insert a chart and select it to modify it, additional **Chart Tools tab** panels will appear.

## » Is there a quicker way than the Ribbon to get to frequently used commands like Save and Switch Windows?



- **Short answer:** Yes, use the Quick Access Toolbar.
- **More Details:** The **Quick Access Toolbar** is located above the Ribbon (or it can be moved below the Ribbon.) It can be customized to contain commands you use the most. There are several ways to add/remove commands from the **Quick Access Toolbar**, but the easiest way is to right-click any command/object on the Ribbon or Office button menu and choose "**Add to Quick Access Toolbar**". You can add not only individual commands this way, but also entire groups of commands -- for example, the **Font** group. Remove commands by right-clicking them on the **Quick Access Toolbar** and selecting "**Remove from Quick Access Toolbar**."

## » How do I switch between open documents?



- To switch between open documents, click on the **View** tab on the Ribbon, and choose **Switch Windows**. With Office 2007, all open documents are contained within one open application window.

**Tip:** You may find it convenient to add the **Switch Windows** command to the **Quick Access Toolbar**.

#### » **Do the keyboard shortcuts still work?**

- **Yes.** The keyboard shortcuts (e.g., Ctrl-S to Save) are the same in Office 2007 as in earlier versions of Office.

#### » **Will my macros continue to work in Office 2007?**

- **Macros in Compatibility Mode.** If you open a 2003 document containing a macro in an Office 2007 application, it will open in Compatibility Mode. If you continue to save the file in compatibility mode, you are essentially leaving it intact as an Office 2003 document, and macros will for the most part work as before. To edit or otherwise access the macros in Office 2007 you need to add the **Developer tab** to the ribbon; to add the **Developer tab**, click the **Microsoft Office Button**, and then click **Excel/Word/PowerPoint Options**. Click **Popular**, and then select the **Show Developer tab** in the Ribbon check box.

#### » **Macros converted to Office 2007.**

- If you want to convert the file to Office 2007 format save a backup copy first. Then, if your macro is in an Office 2003 document (and not in an application template file) open the document in Office 2007 and **Save As a Macro Enabled Document**. To access the macros in Office 2007 you need to add the Developer tab to the ribbon; to add the Developer tab, click the **Microsoft Office Button**, and then click **Excel/Word/PowerPoint Options**. Click **Popular**, and then select the **Show Developer tab** in the Ribbon check box.

#### » **Can I print and select Adobe PDF files as my printer as before?**

- Yes, though Microsoft also provides a free '**Save as PDF**' add-in option for Office 2007. This option is available as part of the standard installation.

#### » **Can I have both Office 2003 and Office 2007 on the same computer?**

- No.

» **Will new ODIN computers come with Office 2007 pre-installed?**

- Office 2007 will be deployed on ODIN new and refreshed systems starting the first quarter of 2009.

» **What does Office 2007's new user interface look like?**

- Microsoft has set up a page on their website which provides a [tour](#) of the new user interface.

» **I have an older version of Office. How will I know if I get sent a file created in Office 2007?**

- All files created in Office 2007 have an extra "x" at the end of the filename extension. For example, older versions of Microsoft Word have a ".doc" extension. Microsoft Word 2007/2008 carries a ".docx" extension. Likewise for Excel, PowerPoint, and Access.

» **Will I be able to open an Office 2007 document with an older version of Office?**

- Due to changes in the default Office file format, Windows users wishing to read Office 2007 files will need to install the Microsoft Office 2007 Compatibility Pack. This pack will allow you to open and save Excel, PowerPoint, or Word 2007 files using your current Office 2003 installation.
- If you are planning on using Office 2007, you should be prepared to save documents in Office 2003 format to ensure compatibility across the board.

» **Will Office 2007 be able to open files created with previous versions of Office?**

- Yes.

» **What are the minimum hardware requirements to run Office 2007 on my computer?**

- Windows XP SP2 or Server 2003 SP1 or Windows Vista OS
- at least a 500MHz CPU
- 512MB RAM
- 2GB of available hard disk space

» **Are Office 2007 files compatible with older versions of Office or competing productivity editions?**

- Backward compatibility is an essential consideration when upgrading. This essentially

means that other users who have not yet upgraded should still be able to access, and if necessary, edit your files created in Office 2007.

- Certain Office 2007 applications — including Word, Excel, and PowerPoint — have a new file format, apparently designed to help keep file sizes small. This new format adds the letter "X" onto the end of Microsoft's existing file format extensions. So while a document created in Word 2003 might be called "**schedule\_goals.doc**", the same document created in Word 2007 would be called "**schedule\_goals.docx**."
- By default, Office will save your documents in this new file format.
- However, you can get around this potential inconvenience by choosing the **Save As** option in Word, Excel, or PowerPoint 2007 and saving the file in an older version of the Office application released between the years 1997 and 2003.